

## Content Working Group presentation: 11/6/2013

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### Who are you, why you joined the CWG

- I am the manager of the HBS Archives Program, which includes archives and records management. Harvard Business School was established in 1908. We are located in Allston, Mass. (across the river) from the main Harvard campus.

<https://inside.hbs.edu/Departments/KLS/Lifecycle/Pages/default.aspx>

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**About KLS**  
Research Services  
Course Services  
**HBS Archives**  
Administrative Records Program  
Faculty Papers Program  
Information Management Services  
Information Products  
Information Purchasing  
HBS Working Knowledge

**HBS Archives Program**

The HBS Archives Program provides guidance, expertise, and resources for managing records in all formats at HBS through all stages of the records lifecycle, including creation, maintenance, storage, and disposal. The program includes the Administrative Records Program, Faculty Papers Program and HBS Archives.

**FAQs**

- What is the Administrative Records Program?
- What is the Faculty Records Program?
- What is the HBS Archives?
- How do I get started storing records offsite?
- How do I get supplies such as empty boxes, barcodes, and labels?
- How do I know how many boxes I will need?
- How do I send materials offsite?
- How do I know what I need to keep?
- Why can't I just keep the records that I need for my work and throw away the rest?
- Where do the records go?
- How do I retrieve and return boxes from offsite storage?
- How quickly can I get them back?
- My office needs to destroy confidential records. What are my options?
- What happens to records scheduled for destruction?

**QuickLinks**

- Administrative Records Program
- Faculty Papers Program
- FAQs
- Transferring Records to the Depository

**Forms**

- Administrative Records Contract Form
- Box and Folder List
- Transfer Cover Sheet

**Contact Info**

- The Archives are part of Baker Library Historical Collections, which collects records documenting business history. This includes everything from daybooks of colonial merchants to the corporate records of Lehman Brothers and Polaroid.

<http://www.library.hbs.edu/hc/>

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**Historical Collections**

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- HBS Faculty Papers Program (Intranet Login Required)
- HBS Administrative Records Program (Intranet Login Required)

From its inception, Baker Library has collected rare and unique materials that focus on the evolution of business and industry. Spanning seven centuries, the collections include manuscripts, rare books, pamphlets, broadsides, photographs, prints, advertising ephemera, and corporate reports. These rich and varied collections support research in a remarkably diverse range of fields.

The collections are available for use in the de Gaspé Beaubien Reading Room, located on the first floor of Baker Library adjacent to the Historic Lobby.

**Recent Additions:**

- Contemporary Business Archives
- LEHMAN BROTHERS COLLECTION**

**Featured Exhibit:**

- BUILDING THE FOUNDATION**

**Featured Resource:**

- LATIN AMERICAN BUSINESS HISTORY: RESOURCES & RESEARCH**

- We also collect printed materials including trade literature and company corporate reports. We have long runs of company corporate reports and a researcher can see the annual reports of a company for 100+ years.
- In the HBS Archives we have the institutional records of the school as well as research papers of faculty. These include the papers of Elton Mayo (who conducted the Hawthorne Experiments), Alfred Chandler (business historian who wrote the *Visible Hand*), and Georges F. Doriot (the “father” of venture capital).

<http://www.library.hbs.edu/hc/hawthorne/>



- I joined the CWG because I wanted to contribute to the work of NDSA and thought the CWG would be a good avenue to address issues related to specific types of digital content.
- **What is your institution doing?**
  - In addition to the regular ongoing work of documenting the history of HBS, some activities include:
    - Working on discipline specific guidelines and best practices for data management of faculty research and retention of accompanying documentation
    - Harvard University recently put forth principles for research data management and we need to define how these are applied to the research disciplines at HBS.

<http://vpr.harvard.edu/pages/research-record-retention-and-management>

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## Research Record Retention & Management



Why must Harvard Researchers have systems and procedures for maintaining essential Research Records?

Do the Principles governing the retention and maintenance of Research Records apply to research conducted with Harvard's own funds?

Who Must Comply with the Retention and Maintenance of Research Records Principles?

What are research records?

What are Research Data and Materials?

- Working with the Business History Initiative on an oral history project to document business leaders in emerging markets (audio and video assets)
  - Extraction and reformatting content on obsolete media; we built an electronic processing room, purchased software and computers, floppy disk drives, etc. for disk imaging and digital forensics.
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- **What content do you care about?**
    - Research Data related to discipline of business (which can be hard to define- most closely aligned with social science data). Types of data include - financial - often proprietary; survey data; marketing data.
    - Video files- determining what to keep from camera, best preservation formats, how to manage iterations and versions of edited content.

- Web archiving - documenting modern corporation; capture corporate reports and other content that is now only digital but in our collecting scope
- University records—course catalogs, annual reports, publications by faculty, now only digital
- **Challenges and roadblocks**
  - Needing to rethink our methodology for collecting - we want to capture more content while it is still active. Not the same as collecting when a company is “out of business”; brings up more issues of confidentiality, and navigating issues with proprietary information.
  - Preserving **research data** and accompanying documentation; being a partner with faculty so they can meet University and grant specific requirements.